



Name of Policy: Disclosure of Disability and Student Accommodation Process
Source: Student Affairs
Form to Complete: Disclosure of Disabilities Form, see Assistant Director of Student Support to initiate

**Policy:**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act prohibit discrimination against individuals with disabilities. The purpose of these laws is to remove barriers that prevent qualified individuals with disabilities from enjoying the same opportunities available to persons without disabilities.

A student requesting an accommodation based on a disability must have a disability covered by law and be otherwise qualified given the requirements of KCAI’s curriculum. At the postsecondary level, students are required to self-identify and affirmatively make a request for an accommodation. The University is only obligated to provide reasonable accommodations, and it is not required to fundamentally alter its programs to accommodate a student. Thus, not all accommodation requests will necessarily be granted.

KCAI encourages the timely request of accommodations because the documentation and determination process may take some time. Students are invited to disclose the nature of their disability upon acceptance to KCAI. Each summer, all KCAI students seeking accommodations are asked to complete a Disclosure of Disabilities Form. However, accommodation requests can be made and will be accepted and considered at any time. Do note, though, that granted accommodations are not effective retroactively. This means that students will not be able to re-do assignments or re-take exams with accommodations that they originally completed before they asked for and received accommodations.

Some commonly requested accommodations include the following (this is not an all-inclusive list):

- Note taking assistance
- Extended time during exams
- Audio book access

- Access to a reader for texts unavailable by audio book
- Access to a scribe during written exams
- Alternative testing environments
- Access to a sign language interpreter
- Preferential seating
- Classroom and studio modifications
- \*Attendance accommodations

Students who believe they are eligible for an accommodation must provide documentation to the Disability and Academic Support Coordinator in order to receive appropriate accommodations. Appropriate forms of documentation include a psychological report, a Section 504 Plan, an Individualized Educational Plan (IEP) completed within the past three years, or documentation from a medical or educational professional. These documents must include the nature of the disability and recommended accommodations. Without appropriate documentation, accommodations cannot be provided. Note that the extent of documentation required may vary depending on the circumstances, and KCAI may ask for additional documentation even after some supporting documentation has been provided.

Reasonable accommodations will be granted on a case-by-case basis pursuant to an interactive process between the appropriate KCAI officials and the student requesting the accommodations. In situations where a specific accommodation request has been denied, a student may still be able to receive an alternative accommodation.

If a student discloses a disability directly to a faculty member and requests an accommodation, the faculty member must refer the student to the Disability and Academic Support Coordinator. A direct disclosure to a faculty member, without accompanying documentation from the Disability Coordinator, does not allow a student access to accommodations. Once a student provides documentation to the Disability and Academic Support Coordinator and provides written permission for disclosure of that information to faculty, the faculty members will receive a memo from the Disability and Academic Support Coordinator explaining the necessary accommodations.

Students who feel that their educational experiences may be affected by an undocumented disability are encouraged to contact Disability Services.

#### \*Attendance Accommodations

Federal law requires that KCAI consider the reasonable modification of attendance policies, if required to accommodate a student's disability and/or illness. The student may receive an attendance accommodation after submitting documentation in which a medical provider specifically outlines the functional limitations of the student's disability and/or illness as it relates to attendance. Through an interactive process with the student, KCAI Disability Services will

review the documentation and determine if it supports absences as a result of the student's disability and/or illness.

Once approved, Disability Services will disclose the impairment and its potential impact on attendance to the student's instructors. The student may miss class for reasons directly related to the documented chronic condition in which the student is unable to [1] physically be present in class or [2] mentally engage in class, if present. **The student is responsible for communicating absences with the instructor within 24 hours of the absence.** The student is also responsible for making up missed time and/or work as indicated by the instructor. The student must submit all missing work in a reasonable timeframe as indicated by the instructor. Disability Services may request additional documentation to support absences, if necessary.

An attendance accommodation is not a "free pass" or "blank check" for absences, nor is it a "one size fits all" approach. A student with attendance accommodations is expected to meet the objectives of each course as set forth by the instructor. Therefore, absences in a course that requires in-class participation, critiques, quizzes, writing assignments, etc., may impact and/or contribute to a student's final grade. Furthermore, the number of absences in one course that are acceptable to one instructor may not be acceptable in another course to another instructor. Disability Services advises students to meet in-person with each course instructor immediately after accommodations have been approved to discuss and agree upon appropriate procedures and protocols related to absences, communicating absences with the instructor, etc.

### **Procedure:**

Students are encouraged to self-advocate and the disability accommodation process cannot begin until the student self-identifies as a person with a disability and requests an accommodation. The following steps outline the student accommodation process at KCAI:

1. Student self-identifies and requests accommodations (fill out Disclosure of Disabilities Form).
2. Student provides documentation of the disability to Disability Services.
3. Student meets with Disability Services to review the documentation and discuss reasonable accommodations.
4. If the documentation and interactive process results in a reasonable accommodation being granted, Disability Services will create a memo that will be sent to faculty members informing them of the student's needs; a new memo will be prepared each semester, as the classes and instructors change from semester to semester. This necessitates the student touching base with Disability Services prior to each semester.
5. Student should schedule a time to meet individually with each faculty member to discuss necessary accommodations.

6. Students may request additional accommodations and/or modifications to their already-granted accommodations at any time by contacting Disability Services.

Grievances:

1. If there are concerns about the implementation of a granted accommodation, the student should schedule an appointment with Disability Services to discuss the situation. Disability Services will take steps to resolve the situation.
2. If a student does not believe that Disability Services has adequately resolved a concern about the implementation of a granted accommodation, or the student has been denied an accommodation that the student feels he or she is entitled to, the student can file a formal written grievance with the Dean of Student Affairs. The Dean of Student Affairs will schedule a meeting with the student within 5 working days to discuss the situation. The Dean of Student Affairs may also consult with the student, Disability Services, and any other school official as appropriate. The Dean of Student Affairs will notify the student in writing about the outcome of the grievance within 5 working days of meeting with the student.

This procedure is the sole procedure that will be utilized when a grievance of this nature is brought by a student.

Additional information, including guidance from the Office of Civil Rights can be found at <https://www2.ed.gov/about/offices/list/ocr/index.html>.